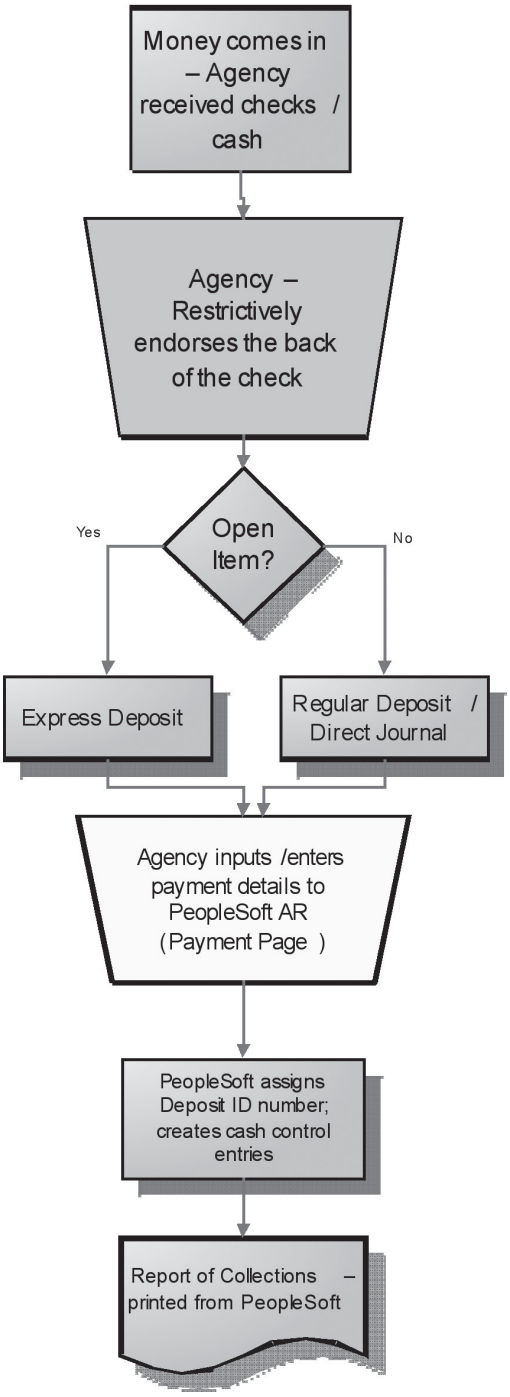
Payments Received – Which Deposit Method ?



Steps for Receiving and Posting Payments

Step #	Action
1	Receive the Payments.
2	Open Envelopes and Separate Payments by Customer and Non-Customer (Direct Journal) *Direct Journal will be covered in the Report of Collections & Direct Journals Workshop*
3	Endorse all Checks.
4	Perform investigation of customer payments.
5	Separate Customer Payments into two sections: 1) Perfect Customer Payments – Express Deposit 2) Non Customer Payments – Regular Deposit
6	Total the number of Payments and Dollar Amount of the Deposit. Calculator tapes (2) are required.
7	Record totals in Agency Cash Book. (Detail here for your agency)
8	Second Agency Person – Verify totals in Cash Book to Payments.
9	Sign-Off Agency Cash Book.
10	Enter Control Totals for the Regular Deposit into PeopleSoft.
11	Enter Payment Details on the Payments page.
12	Click save & verify deposit is in balance.
13	Write deposit ID in agency cash book.
14	Mark each Payment line entered as "Journal Directly" – Select ALL box.
15	On the "Totals" page, change the Treasurer of State Approval status from "Open" to "Pending Approval" & SAVE.
16	Go into Account Receivable >> Payments >> Reports >> ROC Report to create & print the ROC. • Attach the documents in the following order a. Adding machine tape (2) b. Payments c. Report of Collection (2)
17	Submit this package to the Treasurer of State.
18	Treasurer of State receives payments and verifies payments are correct and will change the Treasurer of State Approval Status from "Pending Approval" to "Approved". TOS will return 1 ROC to the agency as their receipt.

Exclusively for use by the State of Indiana
Issue Date: 02/18/2008